

Hiring Standards for NEW School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA)).

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Minimum Education Standards See the final rule for additional preferred educational standards for new directors	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, <u>and</u> State-recognized certificate for school nutrition directors; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* <u>and</u> at least one year of relevant school nutrition programs experience; OR High school diploma (or GED) <u>and</u> at least three years of relevant experience in school nutrition programs. (LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years experience.)	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, <u>and</u> State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major <u>and</u> at least two years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,* <u>and</u> at least two years of relevant school nutrition programs experience.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;* OR Bachelor's degree in any academic major, <u>and</u> State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major <u>and</u> at least five years experience in management of school nutrition programs. * Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.
Minimum Prior Training Standards	At least eight hours of food safety training is required either not more than five years prior to their starting date or completed within 30 days of the employee's start date.		

Required Training for ALL School Nutrition Program Employees (All Local Educational Agency Sizes)

All Directors:	For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training. Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.
All Managers:	For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training. Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.
All Other Staff:	For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training. Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.
Part-Time Staff (Work <20 hours per week)	Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.

Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

Community Eligibility Provision (CEP) School Food Service

Section 104a of the Healthy, Hunger-Free Kids Act provides an alternative to household applications for free and reduced price meals. Community Eligibility Provision allows schools, a group of schools, or a district with high numbers of low-income children to serve free breakfast and lunch to all students without collecting school meal applications. This potentially increases participation in school meal programs and decreases school food service administration costs.

Requirements:

- ✓ Community Eligibility is available to public, private and tribal schools
- ✓ LEAs or schools must have an identified student percentage of at least 40%, which is the percent of student enrollment listed in the Direct Certification list. (based on data from April 1st of the school year prior to implementing CEP)
- ✓ Can enter CEP or end CEP at any time with State Agency notification

Reimbursement school Lunch and other grants

- ✓ The Reimbursement amount for both lunch and breakfast is determined by multiplying the percent of Identified Students by 1.6. The resulting number is the percent of meals reimbursed at the “free” reimbursement rate, with the remainder being reimbursed at the “paid” rate.
- ✓ Participating schools use the same CEP reimbursement percent (or a higher rate if the level of direct certification increases) for 4 years.
- ✓ The U.S. Department of Education (USDOE) has developed guidance to help LEAs navigate the interactions between CEP, Title I, and E Rate.

Benefits of Community Eligibility Provision:

- ✓ All students receive meals at no charge
- ✓ All students receive the benefits of nutritious school meals
- ✓ Improves student’s academic success
- ✓ Decreases hunger related illnesses and behaviors
- ✓ More USDA food to offset Food budget
- ✓ Decreases paperwork for schools with no applications to process and eliminates the verification process for School Nutrition Programs *
- ✓ Improves economies of scale and reduces labor per meal costs
- ✓ Frees up money for other educational resources
- ✓ No uncollected student bills
- ✓ Improves breakfast and lunch participation – national studies project a 25% increase in breakfast participation and a 13% increase in lunch participation
- ✓ Provides more time for student to eat and less time in line
- ✓ Improves attendance at the school, less absenteeism

To find the list of eligible districts/schools visit the DOE website

<http://www.maine.gov/doe/nutrition/resources/community-eligibility.html>

Contact Child Nutrition Office: David Hartley 624-6878 david.hartley@maine.gov

There may be other state programs that require student’s economic status; an optional economic status form can be used by those programs.

Chefs Move to Schools

Chefs and schools have a unique opportunity to work together to teach kids about food in a fun, appealing way. The Chefs Move to Schools program seeks to utilize the creativity and culinary expertise of chefs to help schools ensure that America's youngest generation grows up healthy. Chefs Move to Schools focuses on the interests of each chef volunteer and the needs of each school. There are many ways the partnership can work to positively impact the eating habits of children. Chefs Move to Schools is built around three tracks – the classroom, the cafeteria, and culinary training/demonstrations.

Maine Child Nutrition's resident chef Andrew Hutchins uses his industry contacts to promote the Chefs Move to Schools program. By collaborating with organizations such as the Maine Restaurant Association and American Culinary Federation as well as Maine Career Technical Education facilities and local restaurants, the Chefs Move to Schools program is gaining momentum. Andy also conducts culinary training for school staff.

One success story from this spring involved Chef Mark Hannibal, CTE instructor at the Waldo County Technical Center. Chef Hannibal and his twelve culinary arts students spent a day working alongside school nutrition staff and 4th grade students at the east Belfast Elementary school where they prepared a flour free pizza, apple cucumber salad, and fresh cut fruits. Plans are already being made for this to be an ongoing partnership.

One way to find a participating chef in your area you can visit the Chefs Move website at www.chefsmovetoschools.org and click on 'find a chef'. There, you will see the name and contact information of chefs who have registered to participate. Another more common way is to simply talk to your local chef at your favorite restaurant. You may be surprised how willing these professionals are to get involved.

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Program Reviews

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Summer Food Service Program

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Program Reviews

Fresh Fruit & Vegetable Program

Farm to School

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Program Reviews

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Program Reviews

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Food Safety & Sanitation

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Program Reviews

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Summer Food Service Program

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National School Lunch, School Breakfast, Summer Food Service, USDA Foods

Summer Food Service Program

This year, 85,534 Maine children qualify for free and reduced-price meals. That is 47.28%, almost half, of Maine's school-age children. However, in the summer, they lose access to those nutritious school meals. The Summer Food Service Program bridges the gap between school years, providing free, nutritious meals to kids, 18 and under, giving them the fuel they need to play, grow, and return to school ready to learn.

Sites are the physical locations where the meal is offered and each site works with a sponsor which is administratively responsible for the program. Sponsors are often school districts or local non-profits. Examples of sites include schools, parks departments, churches, and housing complexes. Sites can be found from Madawaska down to Kittery, Jackman over to Lubec, and everywhere in between.

Sites qualify in different ways. If a site is located in or within a 1 mile of a school that has 50% or more students receiving free and reduced price meals or if it is located in a census tract where 50% or more of the children receive free or reduced price meals it qualifies to be an "open" site. "Open" means any child, 18 and under, can walk in and get a meal, no questions asked. Hotline 2-1-1 and Summer Food Rocks web site tells where sites are. About 90% of the sites in Maine are "open". Many of them offer nutrition education, physical activities, and fun games.

Last summer Maine served over 600,000 meals. This summer we have 118 sponsors and increase of 23 and 375 sites an increase of 95 sites, and counting! Hungry children cannot learn. Lack of proper nutrition during the summer months leaves children unprepared to return to school. The Summer Food Service Program helps prevent summer learning loss.

Local Products for Local Schools

Maine Harvest Lunch Week

Each year Maine schools participate in Maine Harvest Lunch week, which falls on the third week of September. During Maine Harvest Lunch week schools provide locally produced products. This includes fruits and vegetables, fish, meats, etc. It is an excellent method to involve the community in the district's education process. This year Maine Harvest Lunch Week will be celebrated on September 21-25, 2015. Last year the first annual menu contest was started to recognize schools for their efforts to serve more local items and to highlight those items on the menu. Last year the three recognized districts were Portland, Mount Desert and Yarmouth. We plan to do the same event in the 2016 school year.

Fresh Fruit and Vegetable Program (FFVP)

The FFVP provides a fruit or vegetable snack, free of charge, to all K-8 students during the school day. A total of \$2,068,300 in funding was disbursed to eligible schools for School Year 2015-16. 168 schools were awarded, reaching over 41,000 students statewide. The Child Nutrition website includes the award amount for each participating school. To look up individual schools visit: <http://www.maine.gov/doe/nutrition/programs/ffvp/index.html>.

USDA Food Program

The USDA Foods program helps improve the nutritional value of school meals by offering more fruits, vegetables, and whole grains than ever before. Not only do these healthy foods taste good, but they are also lower in sugar, salt, and fat. Maine will receive 4.1 million dollars in product value for School Year 2016, and about 70 different products. That includes 290 thousand dollars for fresh fruits and vegetables.

Fruits and Vegetables: USDA offers canned, fresh, frozen, dried fruits, and vegetables. USDA canned fruits are packed in extra light sucrose syrup or slightly sweetened fruit juice; and all applesauce is unsweetened. The Department of Defense Fresh Fruit and Vegetable Program in Maine offers 190 thousand dollars in fresh product to Maine Schools.

Whole Grains: USDA offers Maine schools many whole-grain options including quick-cooking brown rice, rolled oats, whole-wheat flour, whole-grain pancakes, pastas, and tortillas.

Sodium: USDA has reduced sodium in all canned beans and vegetables to 140 mg per serving. This greatly exceeds the Food and Drug Administration's "healthy" labeling standard for sodium.

Child Nutrition Deadline Dates

September 8th- Annual USDA order

September 1st- Annual District Participation Packet

November 1st- Sanitation Inspection Report

November 20th- Verification Report due

February 1st- Onsite District Review

April 15th- FFVP Application

April 15th- NOI order

April 15th- Annual USDA Product Survey

June 8th- Summer Food Service Sponsor Application

June 15th- Summer Sites Information

Reoccurring Monthly

8th- Monthly claim form due each month (state statute) for NSLP and summer- (when operating)

15th- USDA Monthly Order

(As always, subject to change)

MAINE CHILD NUTRITION SERVICES

STATE SPONSORED MEETINGS & TRAINING OPPORTUNITIES 2016

<i>Date</i>	<i>Training</i>	<i>Location</i>	<i>Who should attend and Professional Standard hours!</i>
8/27	Private School/ RCCI Training	Augusta	Anyone may attend, however this training will focus on Residential Private schools and RCCIs. 2 hours
9/29-30	Back to Basics	Augusta	Introductory course for first year Directors & Staff performing Director duties. First year Directors receive 50% off registration. All others are welcome, space permitting, at regular price. 12 hours
9/16	Administrative Review Training	Augusta	Training serves as the entrance conference and will explain the process and how prepare for your upcoming Administrative Review. 1 hour
9/16	Verification Training	Augusta	Training covers the steps and procedures to complete the federally required verification process of meal benefit applications. 1 hour
10/15	Fall Info Meeting	Hinckley	This is our annual informational meeting. Topics as planned include understanding equipment, USDA Food, and financial management. Additional topics to be determined. 6 hours
2/11	Summer Food Service	Augusta	Training is for Sponsors who have previously participated in the Sponsor Training for Summer Food Service Program. 3 hours
3/23	Farm to School Conference	TBD	Conference will be focused on using local products in your school food service program. 4 hours
4/14	Summer Food Service	Augusta	Training for Sponsors who have not previously participated in training for New Sponsors in the Summer Food Service Program. 6 hours
Week of May 1	Tri-State Annual Conference	NH	The State Agencies from Maine, New Hampshire, and Vermont combine efforts and resources for a one day conference. 6 Hours
May 18	Summer Food Service Training Makeup	Augusta	Training is for sponsors that could not make it to a previously scheduled meeting. Requires prior approval. 3 hours
May 18	Fresh Fruit & Vegetable Program	Augusta	Training is required for all awardees of the FFVP grant for the upcoming school year. 2 hours

NON-STATE SPONSORED MEETINGS & EVENTS

August 4 & 5	Maine School Nutrition Association (MSNA) Annual Conference
September 21-25	Maine Harvest Lunch Week
September 26	School Garden Open House Saturday
October 12-16	National School Lunch Week
January 26-27	MSNA Conference & NOI show
March 7	National School Breakfast Program Week

SERVE SAFE TESTS: (test only)

October 7, January 14, April 6 All offered at the State Office Building